

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
Office of Fire and Aviation
3833 South Development Avenue
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December 19, 2001

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To: State Directors

From: Director, Office of Fire and Aviation

Subject: National Fire Plan Acquisition and Assistance
Management Review

DD: 12/21/2001
01/10/2002

Program Areas: Fire, Fuels Management, Resources, Acquisition, and Federal Assistance

Purpose: This memorandum informs you of the National Fire Plan Acquisition and Assistance Management Review and the need to complete a questionnaire. The attached memorandum from the Director, Office of Acquisition and Property Management, announces the National Fire Plan Acquisition and Assistance Management Review (Attachment 1).

Policy/Action: We request that the appropriate employees in each State Office and at least three Field Offices within your State, except Eastern States, jointly complete the attached National Fire Plan Review Acquisition and Assistance Management Review Questionnaire (Attachment 2). The Field Offices should have had significant fuels treatment and/or hazardous fuels reduction workload in FY 2001 or a large number of planned fuels projects in FY 2002. The questions are in 10 categories:

- I. Wildland Fire Contracting Policy
- II. Geographic Area Coordination, Cooperation and Organization
- III. Interagency Policies, Model Contracts and Community Assistance Agreements
- IV. Hazardous Fuels Treatment
- V. Burn Area Rehabilitation
- VI. Barriers to Contracting
- VII. Contracting Team Capacity
- IX. Community Assistance/Contractor Capacity
- X. Data Reporting and Analysis

We request that each state notify the Chief of Fuels Management by no later than December 21,

2001, which offices will complete the questionnaires on the Department of the Interior Web site.

The second phase of the review will involve travel to selected field sites during the week of January 28, 2002, to follow up on issues and “best practices” opportunities raised in questionnaire responses. The BLM sites include Portland, Oregon (BLM State Office); Elko, Nevada; Montrose, Colorado; and Medford, Oregon. The plan also includes appropriate BLM employees from the Battle Mountain and Winnemucca Field Offices to travel to the Elko Field Office to be interviewed, and appropriate BLM employees from the Grand Junction Field Office to travel to the Montrose Field Office to be interviewed. The review team will make arrangements with those offices. Please assist the review team to assure that appropriate personnel are available to be interviewed.

Since these Field Offices are included in the second phase of the review; they should complete the questionnaire.

Timeframe: Questionnaires must be completed on the Department of the Interior Web site by no later than January 10, 2001. The Web address is identified in the last paragraph of Attachment 1. It is expected that the Bureau’s Web operations will be restored soon. If not, fax your response to Mr. Horsley at 202-208-6301.

Background: The Director, Department of the Interior, Office of Acquisition and Property Management, Senior Procurement Executive, has oversight responsibilities and is to verify attainment of the Congressional intent of the contract, grant and cooperative agreement authorities in the FY 2001 Department of the Interior and Related Agencies Appropriations Act, Public Law 106-291. The Congressional intent and authorities are stated in the introduction section of the National Fire Plan Review Acquisition and Assistance Management Review Questionnaire.

The purpose of the review is to assess:

- the adequacy of guidance on wildland fire contracting and assistance and the level of field knowledge of the Congressional intent;
- the extent that contracts have been awarded for hazardous fuels treatments and burned area rehabilitation to local entities, or with entities outside of the local area who hired a significant percentage (at least 51%) of local people;
- the extent that cooperative agreements or grants have been awarded to assist local communities to develop local capability to plan and implement hazardous fuels reduction and burned area rehabilitation activities, and monitor those activities;
- the adequacy of data collection on contracting and federal assistance funded by the wildland fire program; and
- identify and promote best practices and interagency cooperation.

Once the analysis is completed, the review team will recommend actions to further increase the

interagency cooperation and increase contracting and assistance to local communities.

The attachments provide further details on the purpose of the review and how the review will be conducted. This includes both questionnaires and field office visits to interview employees, non-Federal stakeholders, and limited contractors and grant recipients.

Coordination: Responses are to be coordinated between procurement, fuels treatment, burned area stabilization/rehabilitation and appropriate resource program personnel. The Department expects a response from up to 50 separate BLM State and Field offices.

Contact: If you have any questions, contact Roy Johnson, Office of Fire and Aviation, at 208-387-5163.

Signed by:
Timothy M. Murphy
Acting Director
Office of Fire and Aviation

Authenticated by:
Pat Lewis
Supervisory Mgmt. Asst.
Office Services

2 - Attachments:

- 1 - Memorandum (2 pp.)
- 2 - National Fire Plan Review Acquisition and Assistance Management Review Questionnaire (15 pp.)

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